

AGENDA
PRE-BID CONFERENCE
Renovate B5 for Office Space
Salisbury VAMC, Salisbury, NC
SOLICITATION: VA246-12-B-2802
PROJECT NO. 659-12-241
August 10, 2012

I. Introduction: The agenda for this conference is established as follows:

- A. Contracting Specialist's general remarks
- B. Facility Management Service's general remarks
- C. Questions/discussion from the attendees
- D. Walk-through of Construction Area

II. Names of Key Individuals for This Procurement

A. The Contracting Specialist is:

Heather Hampton, Contract Specialist
VISN 6 CAS (90C)
VA Medical Center
1601 Brenner Avenue
Salisbury NC, 28144
(704)638-9000 ext.5000
Heather.Hampton@va.gov

B. The Contracting Officer's Representative (COR):

Geralyn Williams
Facility Management Service
VA Medical Center
1601 Brenner Avenue
Salisbury NC, 28144
(704)638-9000 ext.3977
Geralyn.Williams@va.gov

III. Milestone Dates for This Procurement:

- A. Date of Issue: August 3, 2012
- B. Pre-bid Conference: August 10, 2012 at 11:30 AM (local time)
- C. Cutoff for Questions – Monday, August 27, 2012 at 3:30 PM (local time)**
- D. Bid Opening: Tuesday, September 4, 2012 2:30 pm (local time)

IV. General Comments/Instructions to Bidders:

- A. The IFB Package consists of:

1. SF 1442
2. Bid Items
3. Information Regarding Bid Material, Bid Guarantee and Bonds
4. Representations & Certifications
5. Contract Clauses, Provisions, and Specifications
6. Drawings
7. Wage Determination

B. When Submitting a Bid:

1. Bid must be submitted in one hard copy (paper) format prior to the closing date and time.
2. Bidder must complete and submit one (1) copy of the Standard Form (SF) 1442 with original signature, bid bond, and one (1) copy of Safety (OSHA) and Environmental (EPA) Violation information in accordance with page 9 of the IFB. This is a self certification that the bidder/offeror has no more than three (3) serious, or one (1) repeat or one (1) willful OSHA or any EPA violations in the past three (3) years.
3. **Ensure DUNS number is entered into Block 14, Name and Address of Offeror, of the SF 1442.** If the bidder does not have a DUNS number, they are to contact Dun and Bradstreet at 1-800-333-0505 or www.dnb.com and obtain a DUNS number.
4. Bidder is to affix a price to each Bid Item on the Bid Items sheet. Failure to do so could render the bid as nonresponsive.
5. Review Page 6 and Page 7 of the IFB, regarding bonding requirements and submission of a Bid Guarantee, as applicable.
6. Bidder shall clearly mark in the lower left-hand corner, on the outside of the bid envelope, that it is a sealed bid. Bidder should include the solicitation number, bid opening date and time, and the title.
7. This requirement has been set-aside for Service-Disabled Veteran-Owned Small Businesses (SDVOSB). In order to be eligible to participate, the offeror must be registered and certified as an SDVOSB firm in the Center for Veteran Enterprise database (VetBiz) which can be found at www.vetbiz.gov.

V. Procedure for Requesting Clarifications/Information:

- A. Any and all questions must be emailed to Contract Specialist, Heather Hampton at Heather.Hampton@va.gov. **NO TELEPHONIC QUESTIONS.**

The cutoff date for questions is August 27, 2012 at 3:30 PM (local).
Facility Management Service should not be contacted directly.

- B. The Contracting Officer, via an amendment, will answer any and all technical questions. Any and all amendments will be posted at the Federal Business Opportunities System (FBO) website at <https://www.fbo.gov/>. Bidders are responsible for obtaining any amendments from the website.
- C. An amendment may also be used to communicate other information (for example, updated wage decision, revised clauses, new bid opening date). Bidders are encouraged to check the FBO System routinely to determine if amendments have been issued.
- D. Bidders must acknowledge ALL amendments issued by the VA, by one of the methods shown in Block 11 of the Standard Form (SF) 30.

VI. Additional Visits to the Construction Area:

There are no future scheduled walk-throughs.

VII. Availability of Bid Sets:

- A. The solicitation is available for download at the Federal Business Opportunities System website (www.fbo.gov).

VIII. Prior to Award:

- A. Contractor must submit their VETS 100 reporting information annually. The report must be current in order for award to be made. (See Instructions, Conditions, and Other Statements to Bidders)
- B. Contractor must be registered in the Central Contract Registration database. No award can be made unless the contractor is registered. (See Instructions, Conditions, and Other Statements to Bidders).
- C. Contractor must be registered in the Center for Veterans Enterprise database (VetBiz) AT THE TIME OF SUBMISSION OF BID in order to be eligible for award as this procurement is 100% set-aside for SDVOSB firms. No award can be made unless the contractor is registered.

IX. After Award

- A. Contractor shall submit a payment bond and performance bond, each 100% of the award amount, within ten calendar days of award.

- B. Contractor shall submit documentation of completion of OSHA certified construction safety course by employees (both prime contractor and subcontractor) who will work on the job site.
- C. Contractor shall submit documentation of "competent person's" completion of the 30-hour OSHA certified construction safety course.
- D. Contractor shall submit original Certificate of Liability Insurance prior to any work commencing.

X. Reminder:

This procurement is 100% set-aside for certified Service-Disabled, Veteran-Owned Small Business (SDVOSB).